

**STATE CONTROLLER'S OFFICE**  
**RISK ASSESSMENT**  
**March 14, 2007**

Contract Routing No. \_\_\_\_\_

<b>Overall Risk Assessment</b>
The Agency will prepare a <b>Risk Assessment Narrative</b> for the State Controller or delegate and answer the three questions below. In preparing this narrative, the agency should use the Risk Assessment Questions for assistance.
<b>Risk Assessment Questions</b>
<b>What</b> are the risks?
<b>How</b> does the contract or the agency address those risks?
<b>Conclusion:</b> <b>High Risk</b> or <b>Low Risk</b> <b>Why?:</b>
<b>Financial Impact</b>
1. Dollar amount? \$ _____
2. Explain any significant financial impact beyond dollar amount?
<b>Contract Document</b>
3. Explain any special provisions modification:
4. Explain any changes to the general provisions:
5. Is the statement of work clear enough so that the State can monitor performance, identify non-performance, and take appropriate action for non-performance? Explain:
<b>Nature of Project</b>
6. Is project/contract complexity an issue? Explain:
7. If IT/Software or new technology - explain impact:
8. If new contractor with no proven history of performance - explain impact:
9. If a new project and/or lack of experience with type of project - explain impact:
10. Does work involve hazardous substances or activities - explain impact and insurance issues:
11. Discuss any Federal privacy requirements and issues:
12. If a lease with build out/construction - explain impact: